

# **Brief summary of DOC divisions**

## **Director's Office**

The office is responsible for overall administration of the department and has four bureaus/offices:

- The Legal Services Bureau consists of the chief legal counsel, four staff attorneys and a paralegal. The bureau defends cases in state and federal district courts, and provides legal advice to the department.
- The communications office is responsible for improving community awareness and involvement in the agency's mission, goals and objectives. It is the chief point of contact for the public and media seeking information about the department and its programs.
- The Investigations and Compliance Monitoring Bureau develops, maintains and tests the DOC emergency response system. The investigation portion of the office investigates suspected violations in department programs and facilities. Compliance monitoring performs audits of DOC institutions and regional facilities for compliance to contracts, policy and procedure, emergency preparedness and security.
- The victim information/offender family outreach office offers programs that fulfill the department's commitment to serve and empower crime victims whose offenders are under DOC supervision, in secure facilities or community correction programs.

## **Health, Planning & Information Services Division**

The division is charged with improving the coordination of health care services throughout the corrections system, upgrading management of information, improving coordination of mental health services in collaboration with the Department of Health and Human Services, and providing more efficient planning when new programs and facilities are necessary.

The Information Technology Bureau manages all computer-related activities for DOC and aids in research using the department's data system.

## **Human Resources Division**

This division oversees recruitment, position classification and control, labor relations, and the affirmative action program.

The staff development unit arranges course and curriculum development necessary for staff to perform the duties and responsibilities of their jobs through supervised, documented and evaluated on-the-job training and distance-learning opportunities.

The American Indian liaison office maintains contact with tribal elders, spiritual leaders, council members and others able to provide input, clarification, and guidance on issues related to American Indian offenders.

### **Administrative & Financial Services Division**

The division is responsible for all budget planning, oversight of collection of restitution and supervision fees from offenders, payroll, accounting services, development of grants, and management of more than 200 contracts.

### **Montana Women's Prison**

The Billings facility provides about 220 adult female felony offenders a secure environment that stresses accountability, productivity and personal growth through involvement in educational and vocational programs.

### **Montana State Prison**

This adult male secure facility is designed to maintain a population of 1,400 offenders classified to one of six custody levels (maximum, close, medium 1, medium 2, minimum 1 and minimum 2). The prison is administered through a unit management structure that consists of a warden, a deputy warden and two associate wardens.

### **Montana Correctional Enterprises**

Commonly known for its prison industries programs, MCE provides work and training opportunities for eligible offenders and holds offenders accountable through work and skill development. MCE consists of five programs;

The ranch provides inmate work and training opportunities in all phases of beef cattle and crops operations.

The dairy provides work and training opportunities in dairy processing and operation of the milking parlor.

The industries teaches skills in the production of wood and upholstered furniture; wooden, metal and plastic signs; custom print work; institutional laundry processing; and boot manufacturing and repair.

The license plate factory provides work and training opportunities in digital graphic design, license plate production, packaging, shipping and inventory controls.

Vocational education offers inmate work and training programs in motor vehicle maintenance, production of Toyota cutaway training aids, and food processing. Classroom and on-the-job training courses offered to inmates are

heavy and agriculture equipment repair, commercial and class D drivers licenses, welding and machining, business skills and communications, technology preparation and computer applications.

The accounting program is a support function for all other MCE programs and provides accounting and budgeting oversight for various secure-facility programs.

### **Youth Services Division**

The Youth Services Division is dedicated to public safety and trust by holding juvenile offenders accountable for their actions through custody, supervision, restitution and life skills development with the provision of habilitation services from the time of commitment through community transition and discharge while affording youth the opportunities needed to live successful and productive lives.

The division includes Community Transition Center, juvenile parole, Pine Hills Youth Correctional Facility, Riverside Youth Correctional Facility, fiscal specialists, Juvenile Interstate Compact and juvenile detention licensing. The unit encompasses a large geographic area and offers varied services. The unit works cooperatively with other divisions within the department and with other state agencies.

The division integrates diverse professional activities to develop and implement long- and short-range plans in the critical service areas of health, mental health, dental services, legal services, corrections policy, training and staff development, offender classification management, disciplinary hearings, youth movement and grievance response, investigative services, emergency preparedness, safety and security management, management of youth in contracted placements and juvenile detention licensing.

### **Adult Community Corrections**

The division provides effective supervision, sanctions and alternative programs to some 9,500 adult offenders in a variety of community-based correctional programs, including prerelease centers, male boot camp, and alcohol and drug treatment programs. The division provides offender supervision and programming through professional staff that supports the needs and concerns of crime victims.

The Probation and Parole Bureau has 23 field offices with supervisory authority over 8,200 adult probationers and parolees as well as offenders on conditional release.